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**RULES OF ORDER & ORGANIZATION OF ALL
STANDING & SPECIAL
COMMITTEES**

I. Committee Organization

- A. The first member listed on any committee shall be the Chairperson. The Chairperson shall appoint a secretary to record minutes of all the committee meetings. Each committee should elect a Vice-Chairperson.
- B. The County Board Chairperson, Vice Chairperson, or other person designated to perform the Chairperson's duties, is an ex-officio member of all committees. An ex-officio member has the same rights and privileges as, but none of the obligations of, all other members. Generally an ex-officio member does not have the right to vote and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. If a quorum is not present at a meeting, then an ex-officio member may be counted in determining whether a quorum is present and may vote.

II. Quorum

- A. A majority of the entire membership elected to the committee shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a committee to transact business.
- B. If for some reason a member is unable to attend a Committee or County Board meeting, let the Chairperson or department head know.

III. Per Diem and Expenses

- A. Recognizing that the Door County Board of Supervisors exercises legislative, administrative and policy making powers, the following rules cover the payment of per diem and expenses.
- B. Requests for payment shall be presented, on an approved form, to the County Board Chairperson, Committee Chairperson, or County Clerk, for approval.
- C. Requests for payment should not be submitted, and payment will not be authorized, unless the requester attended at least 30 minutes of the meeting.
- D. Requests for payment should not be submitted, and payment will not be authorized except for mileage reimbursement, for any meeting if a quorum is not established.

[IV. - VI. Effective April 17, 2018 (Per Resolution 2017-70)]

IV. Compensation

- A. Each Supervisor shall be paid by the County as follows:
 - 1. A daily per diem rate of one-hundred fifty dollars (\$150.⁰⁰) for County Board meeting that s/he actually attends.
 - 2. Fifty dollars (\$50.⁰⁰) plus an hourly rate of twenty five dollars (\$25.⁰⁰) for each hour above one-hour (up to eight-hours / \$225⁰⁰ per day) that s/he actually attends, including:
 - a) a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member or an invitee (i.e., expressly invited or authorized to attend by the sub-unit's chairperson on a matter within the authorized concern of the sub-unit);
 - b) a meeting of a commission, committee or board of another local unit of government or the state as an invitee (i.e., expressly invited to attend by the commission's, committee's or board's chairperson and authorized in advance in writing to attend by the County Board Chairperson or her/his designee);
 - c) face-to-face meetings with County (or other local unit of government, state, or federal) officials or employees if related to official County business and authorized in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee;
 - d) an official legislative, administrative, or court proceeding or hearing, in which s/he is directed or required to take part, in their official capacity as a Supervisor;
 - e) the Wisconsin Counties Association's ("WCA") Annual Conference;
 - f) the WCA's Annual Legislative Exchange; or
 - g) the biennial Door/Kewaunee County Legislative Days.
 - h) DCEDC Annual Meeting/Luncheon (No compensation ... meal only)

3. Twenty-five dollars (\$25.⁰⁰) per hour for all hours (up to eight (8) hours / \$200.⁰⁰ per day) that s/he attends any other conference, convention, institute, meeting, school, training session, or workshop *provided* funds have been appropriated for their attendance or their attendance is approved in advance by the Administrative Committee and Finance Committee
 4. Hourly Rates will be prorated as follows:
 - a) The hourly rate is to be prorated at twelve dollars and fifty cents (\$12.50) per one-half hour.
 - b) Any fraction of an hour shall be rounded (up or down) to the nearest half-hour.
 5. A Supervisor may only receive compensation under IV. A. 1. (i.e., is not allowed pay under IV. A. 2. or 3.) on days that the County Board meets.
 6. The hourly rate of twenty five dollars (\$25.⁰⁰) will be paid for time spent (portal-to-portal) in out-of-county travel under, and subject to the same limitations as, IV. A. 2. & 3.
- B. Additional compensation for the Chairperson/Vice-Chairperson
1. The County Board Chairperson will receive a monthly allowance of eight hundred and fifty dollars (\$850.⁰⁰) per month.
 2. The County Board Vice-Chairperson will receive the applicable per diem and reimbursement if filling in for the County Board Chairperson or asked to attend a meeting by the County Board Chairperson.
 3. A chairperson of a sub-unit (i.e., committee, commission, or board) of the County Board will receive an additional allowance of twenty dollars (\$20.⁰⁰) per meeting.

V. **Reimbursement for Expenses**

A. Mileage/Meals / Lodging Allowances

1. Each supervisor who drives their personal vehicle shall receive mileage for each mile traveled in going to and returning from meetings, proceedings, hearings, conferences, conventions, institutes, schools, training sessions, or workshops (as contemplated by *Section IV. A. 1, 2. & 3. above*) by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage allowance for all County employees and officers. In addition, a supervisor residing on Washington Island is eligible to be reimbursed for one round-trip ferry ticket per day.
 2. Authorized meal expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.)*.
 3. Authorized lodging expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging)*.
 4. In-county meal and lodging expenses are eligible for reimbursement if incurred for authorized in-county events.
 5. Reimbursement can only be made for allowable expenses actually incurred.
 6. Mileage reimbursement is to be calculated from the Supervisor's residence or their work location within Door County. If a Supervisor's work location is outside of Door County, mileage reimbursement will be calculated from the County line.
- B. A Supervisor residing on Washington Island will, if an overnight stay on the mainland is necessary due to a meeting (as contemplated by *Section IV. A. above*) be eligible for reimbursement for in-county meals (up to seventeen dollars (\$17.⁰⁰) per day), in-county lodging (at the going rate), and one round-trip ferry ticket. This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

VI. **Compensation / Reimbursement Procedure**

- A. All requests for compensation or reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed per diem / reimbursement request form(s), accompanied by any required documentation.
- B. These forms and instructions are available in the office of County Clerk, the Finance Department, and on-line @ the County Board website.

VII. Miscellaneous

- A. The above is intended, and should be deemed, to fix the compensation and reimbursement, establish additional compensation, and increase the number of days for which compensation and reimbursement may be paid for Supervisors as allowed under Ch. 59, Wis. Stats.
- B. The above is intended, and should be deemed as, the different amount fixed as a maximum by the County Board for Highway Committee members as contemplated by § 83.015(1)(b), Wis. Stats.
- C. The purpose of any function for which a Board member claims a per diem, mileage or other reimbursement, must be specifically stated and become part of the committee minutes and the voucher thereof, must be co-signed by another committee member and must be approved by the committee.
- D. Whether board members, serving as members of an Ad-Hoc committee, shall receive compensation in the form of per diems, mileage or allowable expenses for attendance at Ad Hoc Committee meetings shall be determined at the time of the creation of the Ad Hoc Committee.
- E. Joint Meetings (of two or more Boards or Committees)
 - 1. Calling of Joint Meetings
 - a) The chairperson of each board, commission, or committee involved must agree to authorize a joint meeting.
 - 2. One Presiding Officer or Chairperson of a Joint Meeting.
 - a) To be determined by consensus of the chairpersons of the Boards, commissions, or committees involved.
 - b) Absent such consensus, to be determined by drawing straws.
 - c) Eligible to receive additional compensation under IV. Compensation B.3.
 - 3. Quorum
 - a) A majority of the entire membership of each board, commission, or committee involved in the joint meeting must be present.

VIII. Agenda and Minutes [Wisconsin's Open Meetings Law (Sec. 19.81 - 19.90 Wis. Stats) Applies]

- A. Every meeting shall be preceded by public notice, consistent with Sec. 19.84 Wis. Stats. or as otherwise required by any other statute. Such public notice shall, at a minimum, be given in the following manner:
 - 1. By communication from the chairperson or such person's designee to the public, to those news media who have filed a written request for such notices, and to the official newspaper (i.e., Door County Advocate).
 - 2. By posting meeting notices in one or more places likely to be seen by the general public. As a rule, notice should be posted at three different locations within Door County.
 - 3. Meeting notices may also be posted at the County's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. If a meeting notice is posted on the County's website, amendments to the notice should also be posted.
 - 4. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
 - 5. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.
 - 6. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.
 - 7. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.
- B. The Chair of the committee, commission, or board, in coordination with the respective

department head(s), is responsible for the preparation of an agenda for all meetings. The chairperson of the committee, commission, or board must approve the final agenda prior to distribution to other committee, commission, or board members.

- C. The secretary of the committee, commission, or board shall be responsible for providing copies of such agenda to other committee members, forty-eight (48) hours prior to such meeting. An electronic or paper agenda shall be posted on a board for public inspection and note thereon the date and time of such posting and the name or initials of the person doing the posting. Likewise, an agenda shall be delivered to the County Clerk's Office.
- D. Informational material for items identified on the agenda shall also be provided for review by the membership, when available, at the same time as forwarding the notice of the meeting to allow review and research by the committee members.
- E. A full agenda (notice with supporting documents) shall be furnished to the Administrator as specified above.
- F. Consistent with Sec. 19.88(3) Wis. Stats., the minutes must include the motions and roll call votes of each meeting. As long as the body creates and preserves a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Although the minutes should also accurately reflect the substance of the meeting.
- G. Other statutes outside the open meetings law, however, may prescribe particular minute-taking requirements for certain bodies and officials that go beyond what is required by the open meetings law. For instance, Sec. 59.23(2)(a) Wis. Stats. requires a county clerk to, among other things, keep and record in a book therefor true minutes of all the proceedings of the board; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.
- H. Minutes of all meetings shall be filed with the County Clerk's Office within ten (10) days of the meeting.

IX. Authorization to Speak or Perform Limited Duties

A member of a standing, special committee, or commission may perform limited duties or speak for the entire committee or commission only when specifically authorized by the committee or commission.

X. Budget

The County's annual budget process is governed by, and comports with, Sec. 65.90 Wis. Stats.

XI. Vouchers

Copies of Vouchers will be submitted to the appropriate over-sight committee for its information

XII. Other

All Committees shall be governed by the same applicable rules adopted for the Door County Board. If there are no rules specified for a particular situation, Roberts Rules of Order (current and authorized edition) will apply.